

Questions and Responses to Therapeutic Foster Care RFP

Who completes the SAVRY, OJJ staff or the contract staff? **OJJ staff will complete the SAVRY.**

Should we include the financial statement at the end of proposal section D, Company Background and Experience, or should it be included in an attachment at the end of the proposal? **You can make it an attachment. Just reference the attachment in that section of your response.**

References from previous clients including names and telephone numbers - Is this a list of references or letters of reference? If letters of reference, do they need to be addressed to OJJ? How many references required? How many from clients how many from previous agencies. **You can provide us with at least three references or letters.**

How many references do staff we need for each staff member? Is this for every project they have ever worked on or for every job they've ever performed? Should this information be included on the resumes? **The RFP only asks for references for cited projects in the individual resumes. So if no projects are cited, then no references need to be included. However, if they do cite a project, have them include the reference in their resume.**

Can you please explain how you would like us to differentiate between staffs' technical experience and their functional experience? **Technical experience would be actual training; Functional experience is on the job experience.**

The site information appears to be for a group home. If we are proposing to provide TFC within individual foster homes, do we need to complete this section? If so, what information is required? **Describe your certification process for your foster homes**

Do we need to include a startup schedule if we are already providing TFC and have foster homes available? **Indicate that you are already providing services and therefore a startup schedule is not necessary. Services can begin immediately.**

"Not applicable to this solicitation." Should we include K with this note in our document? **No**

4th Bullet: "Describe staffing patterns, including administrative and programmatic, and give rationale." Should this be provided as part of the proposal section F. Staff Qualifications, or is this to be provided separately as an attachment? **The purpose of the checklist is to assist you in including all necessary documentation in your response. If the information is requested in a particular section, please include it there. If there are documents to be attached as indicated above, reference the attachment in the required section.**

5th Bullet: "Provide information regarding the qualifications and experience of any staff, including copies of job descriptions and resumes/vitae of key personnel." Should the job descriptions be included as an attachment or as part of proposal section F. Staff qualifications? **See above**

Should information be included in the order it is listed in the "Proposal Format" section 1.5 starting on page 10, or in the order listed in the Proposal Checklist from RFP page 68? **See above**

Criminogenic Risk and Need Instrument: is this the same thing as the SAVRY? **Yes**

Will OJJ reimburse the TFC contract agency or foster parent for respite services (25 calendar days per year)? **You may include this request in your response to the RFP.**

Will OJJ reimburse TFC foster parents for mileage for Home Pass transports? **You may include this request in your response to the RFP.**

Structured Recreation, minimum of 1 hour daily: Does school physical education account for this hour? **This is acceptable. However, when school is out (summer, vacations, etc.) address how this will be handled.**

Personal Enrichment, weekly: What does this include? **Personal Enrichment activities teach youth how to improve the quality of their own lives. The program has flexibility in deciding exactly what those activities will be.**

Are there any exceptions to the audit requirement as stated in the RFP? We are a mental health rehabilitation provider (for-profit corporation) that does not have audits prepared. We operate a therapeutic group home that has slots available but have never been required to have an audit. Our agency is CARF International, and LBHP Therapeutic Group Home certified. We have a healthy line of credit, and our financials will demonstrate our viability to operate for the 90 days without reimbursement. **Please provide verification of your financials and your line of credit in your response to the RFP. Understand that if you are awarded a contract with our agency, you will have to have audits to fulfill contractual obligations.**